

Announcement of Available Contract for “Pre-Bond” Architect Services

Wayne Local School District (“District”) is seeking Request for Qualifications (RFQ) for Architectural Pre-Bond Issue Assistance Services. This RFQ is being initiated to secure the services of a qualified firm to provide technical assistance (pre-planning phase, reviewing information presented in the OSFC Facilities Assessment Reports) as the District prepares for a possible funding offer from the Ohio Facilities Construction Commission (OFCC) in July 2017. Additionally the District requests the firm have the ability to participate in a community engagement process conduct community meetings, evaluate District site options, and provide support during a bond issue campaign.

The RFQ will be submitted to and received by the District, Attention Helen Voiles, Administrative Assistant, Wayne Local Schools Central Office, 659 Dayton Rd, Waynesville, OH 45068. The proposal shall be marked “Architectural Pre-Bond Issue Assistance Services for Wayne Local School District.” Proposals received after the deadline of November 28, 2016 at 3:00 p.m. will not be accepted. It is the proposer’s responsibility to insure the proposal is received prior to the deadline as no exception to this procedure will be made.

Scope of Services

To generally assist the District and cooperate with OFCC, with technical expertise for preparing to potentially attempt a bond issue as soon as November 2017 to build new and/or renovate facilities for all or some grade levels.

1. Assist with analysis and action step(s) development related to OSFC’s most recent facility assessments for Wayne Local Schools;
2. Cooperate with the OFCC and the District in the development of Master Plan options which would include comparing new construction options with renovation options;
3. Assist the District with programming exercises and the development of grade level configuration options.
4. Assist the District in determining need/desire for any Locally Funded Initiatives (LFIs) including estimates of cost;
5. Create conceptual site plan(s) to assist with feasibility and to evaluate proposed construction site(s) and serve as a tool for the potential bond issue;
6. Assist the District with investigating applicable LEED strategies using the OFCC LEED “Scorecard” Tool;
7. Participate in a community engagement process; conduct community meetings to collect and present information and provide technical assistance;
8. Additionally services that would assist the District in being prepared to receive OFCC assistance.

This scope would be limited to Pre-Design and does not imply continuance into full design service of an OFCC funded project. A separate selection process for

Architectural/Engineering services would occur only after the District obtained their local share of funding.

All proposals submitted by the date/time due will be evaluated and ranked in an objective manner. This ranking of RFQs will determine the need for interviews if deemed necessary by the District. The District will notify all parties submitting an RFQ of appropriate District action.

The District reserves the right to reject any, part of any, or all statements of qualifications and to waive any informality, irregularity, or failure to conform to the instructions contained in this Public Announcement.

Qualification Requirements

The selection of a firm shall be based upon but not limited to the criteria listed below (the criteria factors are not listed in order of importance).

Please submit your proposal organized in the following sections, each incorporating the information requested. (Company brochures may be attached, but not incorporated into the main body of the document, or replace requested information).

- I. Company Profile and Information
 1. Company Description:
 - a. Provide information related to the Firm's background; including number of years in business, and a brief history.
 - b. Provide the names of all principals, owners, employees, agents, associates, subcontractors, independent contractors and any other persons associated with the Firm.
 - c. Describe company philosophy
 - d. List the number of Firm offices, and proximity to Wayne Local Schools
 - e. Describe design, scheduling, cost control and other relevant processes.
 2. Consultants:
 - a. Methods of procuring project consultants (i.e. structural, plumbing, mechanical or electrical engineers, educational consultants, etc.)
 - b. Describe how the Firm manages the services of its consultant(s) and how the consultant(s) interact with the client.
 3. Work In Progress:
 - a. List current projects on which assigned personnel are currently working.
 - b. Provide a statement defining the Firm's ability in terms of workload, availability of qualified personnel, facilities, equipment and other related services to perform Pre-architectural services.

II. Architect Services

1. Relevant Experience:

- a. Describe architectural services for public school districts with similar characteristics as Wayne Local Schools in which the proposed project staff has been involved, in the past (5) years.
 - i. Name and contact information of clients
 - ii. Description of project(s)
 - iii. List of staff assigned to the project(s)
 - iv. Construction value of project(s)
- b. Describe experience with older school buildings, steps taken to address code compliance on aging buildings
- c. Describe the Firm's capacity and experience to design 21st century learning spaces.
- d. Describe the Firm's "Green" sustainable design experience, number of LEED projects, and number of LEED AP (Accredited Professional) architects and engineers.
- e. Describe the Firm's involvement with a multi-school campus environment.
- f. Explain your Firm's overall process for engaging the community for support.

2. Proposed Organization and Delivery Methods

- a. Describe the steps your Firm takes when undertaking a typical architectural project
- b. Provide chart indicating proposed in-house staff.
 - i. Show lead individual(s), support staff and administrative members, their role and relevant experience.
 - ii. Resumes for all individuals listed on the proposed staff.
- c. Proposed consultant staff
 - i. Describe the relationship between your Firm and any consultant(s)
 - ii. List all consultants to be included under the contract.
- d. List a maximum of four (4) specific and unique qualities which sets your Firm apart from others, as it relates to our specific District.

3. References

- a. Client references
 - i. Provide name and contact information of additional clients both school/non-school clients to whom you have recently provided similar services to discuss the quality of your work.